

<u>Mandatory Requirement</u>

1	New Connection Form		
2	Passport Size Colour Photo		
3	(A)	Primary ID Proof (copy to be submitted)	
		Aadhar Card No.	_____
	(B)	IF Primay ID Proof Not Issued then any one of the	
	i	Voter ID Card	
	ii	PAN Card	
	iii	Passport	
	iv	Driving Licence	
	v	Govt. Issued ID Card	

<u>Main Scenario</u>

(1) Owner as Applicant

1.1	Applied as an individual/Co -owner of property
1.2	Applied as legal heir and is a owner/co-owner of property
1.3	Applied for (a) Govt. flat or, (b) DDA flats
1.4	Applied for Agriculture Connection (Tubewell/Kutti cutting/Threshing)
1.5	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm/Individual (same owner)
1.6	Applied for Servant Quarter/Garage in the name of Original Allottee or owner (if garage sold seperately)

(2) Title through NOC by owner(s)
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2.1	Applied by Tenant/Individual
2.2	Applied by the legal heir who is not the owner/co-owner & owner has expired.
2.3	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm /Individual (different owner)
2.4	Applied for Servant Quarter/Garage in the name other than allottee
2.5	Applied for Mobile Tower - G&I

(3) Connection for Common Services

3.1	Applied in the name of RWA Society/Association (for Common Services)
3.2	Applied for Parking/Lift connections/Staircase Lighting/Compound Lighting (private/unregistered consumer)
3.3	Applied for Street Light - G&I

(4) Outdoor connections

4.1	Applied for Government taken up construction projects
4.2	Applied For Advertisement/hoardings/Bus shelters
4.3	Applied for weekly market in the name of association
4.4	Applied for Tehbazari/Khoka (Single Shop)

(5) Areas in lieu of Ownership proof

5.1	Applied in Delhi Cantt. Area (for both DL & NL connection)
5.2	Applied in JJ clusters/colony/Resettlement colony/Juggis (with SCG index No.)
5.3	Applied in Village area/Lal Dora area /Katra area
5.4	Applied for Religious Purpose

Detailed Document Matrix

1. Owner as Applicant

1.1	Applied as an individual / Co-owner of property	Ownership Proof of applied address: (Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Partition Deed/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Lal Dora Certf./Khatoni/Bank Sale Certificate)
1.2	Applied as legal heir and is a owner/co-owner of property	(i) Ownership Proof of applied address: (Rgstd. or Notarized Will/Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Partition Deed/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Lal Dora Certf./Khatoni) (ii) Death Certificate reqd. of testator (if only Rgstd. or Notarized Will is submitted)
1.3	Applied for; (a) Govt. flat (b)DDA flat	Ownership Proof of applied address: (a) Allotment Letter by Govt. Dept. (b) Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Bank Sale Certificate)
1.4	Applied for Agriculture Connection (Tubewell/Kutti cutting/Threshing)	(i) Ownership Proof of applied address: (Rgstd. Sale Deed/Rgstd. or Notarized GPA/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter. (ii) 50% Cost-Sharing Affidavit (Annex.6)
1.5	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm/Individual (same owner)	(i) Ownership Proof of applied address: Rgstd. Sale Deed/Rgstd. or Notarized GPA/Allotment Letter/Possession Letter/Rgstd. Conveyance Deed/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter either in the name of firm/Co. or in the name of individual. (ii) Original Factory licence required for Non-Conforming Industrial areas.
1.6	Applied for Servant Quarter/Garage in the name of Original Allottee or owner (if garage sold seperately)	Ownership Proof of applied address: Allotment / Possession Letter of original flat/Rgstd. Sale Deed/Rgstd. or Notarized GPA.

2. Title through NOC by owner(s)

2.1	Applied by Tenant/Individual	<p>(i) Ownership Proof of applied address: (Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Partition Deed/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Lal Dora Certf./Khatoni/Bank Sale Certificate)</p> <p>(ii) NOC from landlord/owner for applied address (Annex.1)</p>
2.2	Applied by the legal heir who is not the owner/co-owner & owner has expired.	<p>(i) Ownership Proof of applied address: (Rgstd. or Notarized Will/Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Partition Deed/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Lal Dora Certf./Khatoni).</p> <p>(ii) Death Certificate reqd. of testator (if only Rgstd. or Notarized Will is submitted)</p> <p>(iii) Legal Heir NOC (Annex. 2)</p>
2.3	Applied for Industrial connections(in Pvt. Ltd Firm or Partnership Firm) and in the name of Firm /Individual (different owner)	<p>(i) Ownership Proof of applied address: Rgstd. Sale Deed/Rgstd. or Notarized GPA/AllotmentLetter/Possession Letter/Rgstd. Conveyance Deed/Khatoni/Khasra-Girdwari/Lal Dora Certificate/Gram Sabha Letter either in the name of firm/Co. or in the name of individual.</p> <p>(ii) NOC from the owner(s) in favor of applicant required. (Annex.1)</p> <p>(iii) Resolution in favor of signing authority (if applicable)</p> <p><u>(iii) Original Factory licence required for Non-Conforming Industrial areas.</u></p>
2.4	Applied for Servant Quarter/Garage in the name other than allottee	<p>(i) Ownership Proof of applied address: Allotment / Possession Letter of original flat/Rgstd. Sale Deed/Rgstd. or Notarized GPA.</p> <p>(ii) NOC from original allottee (Annex.1)</p>
2.5	Applied for Mobile Tower - G&I	<p>(i) Ownership Proof of applied address: (Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Partition Deed/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Lal Dora Certf./Khatoni/Bank Sale Certificate)</p> <p>(ii) NOC from landlord/owner for applied address (Annex.1)</p> <p>(iii) Lease agreement between landlord and Co.</p> <p>(iv) Current List of directors/partners</p> <p>(v) Authorization letter in favor of signing authority.</p> <p>(vi) MOA</p>

3. Connection for Common Services

3.1	Applied in the name of RWA Society/Association (for Common Services)	(i) List of Committee Members (ii) Authority letter in favor of signatory authority on RWA letter head (ii) Indemnity Bond in lieu of ownership (Annex. 5) Note: DL-NH rate category will be issued only.
3.2	Applied for Parking/Lift connections/Staircase Lighting/Compound Lighting (private/unregistered consumer)	Ownership Proof of applied address (any floor): Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Partition Deed/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Lal Dora Certf./Bank Sale Certificate
3.3	Applied for Street Light - G&I	Govt. issued covering letter for purpose of the connection with location address.

4. Outdoor connections

4.1	Applied for Government taken up construction projects	(i) Ownership Proof of applied address: Tender Acceptance Letter / Offer Letter / Letter of Commencement. (ii) Resolution in favor of Signing Authority from all directors/partners.
4.2	Applied For Advertisement/hoardings /Bus shelters	(i) Ownership Proof of applied address: Allotment Letter / Offer Letter / Letter of Commencement. (ii) Resolution in favor of Signing Authority from all directors/partners.
4.3	Applied for weekly market in the name of association	(i) Ownership Proof of applied address: MCD Allotment Letter in the name of association for applied market. (ii) MCD roaster plan required. (iii) Resolution in favor of Signing Authority from all members.
4.4	Applied for Tehbazari/Khoka (Single Shop)	Ownership Proof of applied address: MCD Allotment Letter / MCD Challan Receipt in the name of applicant for applied tehbazari / shop / khoka address. Note: NL permanent connection to be given for permanent structure OR, NL temporary connection to be given for temporary structure.

5. Areas in lieu of Ownership Proof

5.1	Applied in Delhi Cantt. / Areas in absense of ownership proof (for both DL & NL connection)	<p><u>Ownership Proof of applied address:</u> Allotment/Possession Letter OR Indemnity Bond in lieu of ownership as per TPDDL format (Annex. 5) alongwith Same address ID proof</p>
5.2	Applied in JJ clusters/colony/Resettle ment colony/Juggis (with SCG index No.)	<p>(i) <u>Ownership Proof of applied address:</u> - Same Address ID proof. - In absence of same address ID proof, SCG Undertaking (Annex.13) reqd. (ii) JJ insurance form with Nominee details</p>
5.3	Applied in Village area/Lal Dora area /Katra area	<p><u>Ownership Proof of applied address:</u> Same address ID proof/ Lal Dora Certificate / Khatoni / Khasra-Girdwari / Lal Dora certf. / Indemnity Bond in lieu of ownership proof (Annex.5)</p>
5.4	Applied for Religious Purpose	<p>(i) <u>Ownership Proof of applied address:</u> Rgstd. Sale Deed/Rgstd. or Notarized GPA/Rgstd. or Notarized Partition Deed/Rgstd. or Notarized Relinquishment or Release Deed/Rgstd. Conveyance Deed/Lal Dora Certf./Khatoni/Bank Sale Certificate/ Indemnity Bond in lieu of ownership as per TPDDL format (Annex. 5) (ii) List of Committee Member(s) (iii) Authority letter in favor of authorized signatory. Note:- Connection to be released in the name of Mandir/Masjid/Gurdwara/Church etc. [Category: "DL-ML"]</p>